



# ADOPT-A-HIGHWAY



## Adopt-A-Highway Checklist

Thank you for requesting an Adopt-A-Highway application. Please assemble all of the required items for a complete application package. If all the items are included at the time the application is submitted, it will expedite the permit. Please return your application package as soon as possible, as adoption sites are assigned on a first come, first served basis.

- 1) Call your local Adopt-A-Highway Coordinator to discuss available adoption opportunities and select a specific site.
- 2) Send a signed and completed copy of the Adopt-A-Highway Permit Application along with the Signs & Recognition Panels form to your Adopt-A-Highway Coordinator. Groups using contractors must have their contractor submit a separate application.
- 3) After approval of your site and recognition panel's wording, you will receive your Adopt-A-Highway Encroachment Permit in the mail. *This could take several weeks.*
- 4) Call the Caltrans representative listed on your Encroachment Permit and schedule a safety orientation.
- 5) Attend the safety orientation and collect your Adopt-A-Highway supplies and safety equipment.
- 6) Provide safety training and safety equipment to all group members **before** working.
- 7) Notify the Caltrans representative shown on your permit at least five days prior to EACH work event. Begin work within thirty calendar days of your permit's issue date.
- 8) Abide by the provisions listed in your Encroachment Permit package and enjoy participating in the Adopt-A-Highway Program along with the thousands of other dedicated Californians.